

964507/18/06

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

**TITLE: INTERNATIONAL AFFAIRS AND PROTOCOL OFFICER
(NON-CLASSIFIED)**

DEFINITION

Under direction of the Mayor's Chief of Staff, provides professional and strategic guidance on the direction of the international relations program of the City; provides support services activities which enhance Riverside's international relations; plans, coordinates and performs services which include working with the International Relations Council (IRC) and its Sister City Committees; organizes and hosts Sister City delegations and initiatives; and other related duties as assigned.

REPORTS TO: The Mayor through the Mayor's Chief of Staff.

DISTINGUISHING CHARACTERISTICS

This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the Mayor.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Mayor's Chief of Staff. May exercise functional and technical supervision over administrative support staff and interns in the Mayor's Office.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Coordinate international activities for the City of Riverside.
- Provide professional and strategic guidance on the direction of the international relations program of the City.
- Coordinate and organize official visits by delegations from sister cities, friendship cities and other international jurisdictions, as well as visits by official Riverside delegations to these entities; extend appropriate hospitality to visiting dignitaries.
- Liaise on a regular basis with the International Relations Council and support International Relations Council activities and endeavors.
- Research and submit grant proposals where appropriate to seek funding support for the City's international programs.
- Provide professional staffing services and guidance to Riverside's Sister City Committees in furtherance of Sister City goals.
- Conduct outreach and promotion of the City's international relations program and assist in communication and publicity efforts.
- Provide briefing materials and background information regarding international partners and delegations.
- Liaise with City's Economic Development Department to coordinate international economic development objectives.
- Maintain regular communications with Sister City officials to further enhance relationship.

- Meet and greet visiting dignitaries on behalf of the Mayor as appropriate.
- Plan international events.
- Encourage positive international relations with all countries.
- Attend meetings, complete assignments and provide other support services in support of the international relations for the City.
- Prepare appropriate gifts for all occasions.

QUALIFICATIONS

Knowledge of:

- International protocol.
- Local government organization.
- Principals of event planning and management.
- Pertinent local laws, rules, and policies regarding local government operations.
- International political, social, geographical and cultural issues as they pertain to municipal interactions.
- Research methods and techniques, report presentation, and grant writing.
- Personal computer operation and applications including word processing, data-base and spread sheets.

Ability to:

- Coordinate a variety of activities.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work including a variety of foreign visitors, City and other government officials, community groups and the general public.
- Analyze situations carefully and adopt effective courses of action.
- Communicate clearly and concisely, both orally and in writing, communicate cross-culturally, preferably in other languages.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to of a Bachelor's Degree from an accredited college with major work in public or business administration or a closely related field. Up to two years of additional professional experience may be substituted for two years of the required education on a year-for-year basis. A Master's Degree is highly desirable.

Experience: A minimum of five years of professional experience and demonstrated understanding of international relations and special events planning.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: International Affairs and Protocol Officer

TO: